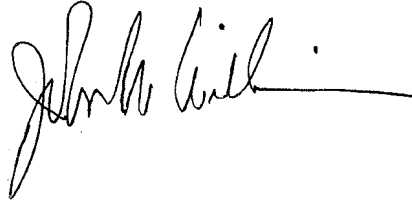


For: FFAS Employees, Except Overseas Employees

FY 2003 Cross Cultural Exchange Program (CCEP)

Approved by: Deputy Administrator, Management



1 Overview

A Program Announcement

HRD, Training and Development Branch (TDB) is accepting nominations for CCEP. CCEP was established to provide FFAS employees in FSA, RMA, and FAS except those overseas, with exposure to information and awareness about a number of different cultures and diverse experiences through seminars/workshops.

The CCEP seminars/workshops are now being offered. **All levels** of employees are eligible to participate in CCEP, except those overseas. There are 3 annual seminars/workshops being offered through this announcement, as follows:

- Diversity: What It Is and Is Not
- Positive Mental Attitudes Towards Diversity
- Communicating With Diverse Cultures.

B Purpose

This notice announces **August 11, 2003**, as the beginning date that applications will be accepted from FFAS employees, except those overseas, to attend the seminars/workshops.

Disposal Date

December 1, 2003

8-8-03

Distribution

All FSA, RMA, and FAS employees, except overseas employees; State Offices relay to County Offices

1 Overview (Continued)

C Purpose Curriculum

CCEP participants will have the opportunity to:

- learn through sharing information about diverse cultures
- improve communications among diverse culture employees at different grade levels and program areas
- improve morale through participation in workshops, seminars, and other activities sponsored by CCEP
- assist FFAS to further obtain its workforce diversity goals by:
 - participating in the educational process of learning about diverse cultures
 - learning to understand, respect, and value differences between people
 - enhancing and improving skills, abilities, and working relationships between FFAS employees and other people of diverse cultures.

D Contact

Contact Mary Baskerville-Phillips, CCEP Program Coordinator, HRD/TBD at 202-418-9045 for additional detailed information about CCEP or with questions about this notice.

2 Nomination Process

A Nominee Qualifications

Nominees for CCEP **must:**

- be FFAS employees working within the U.S.
- be willing to actively participate to learn and share about other diverse cultures, groups, and other differences while participating in CCEP
- have the approved funding from individual FFAS agency's travel budgets to pay per diem and travel costs to attend the seminars/workshops.

2 Nomination Process

B Applying for CCEP

All eligible FFAS employees may apply for CCEP by submitting a completed AD-2009 (Exhibit 1), including supervisory approval/signature. Go to <http://intranet.fsa.usda.gov> to fill out and/or print AD-2009 in the .pdf format. To locate AD-2009 online:

- scroll down and click on the link to the FFAS Employee Site
- click on the link “Find Current Forms Using Our Form Number Search”
- enter 2009 on the form number field and click the submit button.

Note: When applying to participate in CCEP, AD-2009 with supervisory signature **must be** submitted together to complete the nomination process, which validates nominations. Incomplete applications will **not** be considered for participation in CCEP.

C Where to Send Completed AD-2009

Send completed hard-copy of AD-2009, example shown in Exhibit 1, by mail or FAX to:

Mary Baskerville-Phillips
USDA/FSA/HRD/TDB
STOP 0574
2101 L St NW
Washington DC 20250-0574
FAX: 202-418-9131

D Application Deadline

AD-2009's **must be** received in HRD/TDB at least 1 week before each seminar/workshop begins. Dates for each 1-day seminar/workshop will be announced by e-mail as soon as dates are confirmed for each seminar/workshop.

Exception: The **only** exception to this deadline will be if a:

- person is on travel or approved leave and can verify that they did not receive notification before the deadline date
- slot is available in the seminar/workshop that the nominee is interested in participating at least 3 workdays before the seminar/workshop begins.

No other exceptions will be acceptable.

3 Selection Process

A Number of Participants

There are 20 nomination slots for each of the 3 seminars/workshops to eligible FFAS employees. **Only** applications from FFAS employees will be accepted to participate in the CCEP seminars/workshops.

B Candidates

Candidates will be selected from AD-2009's received in TDB on a **first-come first-served basis**. Indicate which seminar/workshop you want to attend from the 3 choices offered by circling 1 or all seminars/workshops. A date will be stamped on all applications as they are received in TDB to validate each application selected for available slots.

Candidates nominated to participate in CCEP seminars/workshops will be considered **without discrimination for any non-merit reason**.

C Selection Notification

The CCEP Coordinator will notify each CCEP candidate in person, by e-mail, and/or by telephone. An official e-mail will follow notifying CCEP candidate's manager/supervisor.

Unsuccessful CCEP applicants will be notified by the CCEP Coordinator in person, by e-mail, and/or telephone. No additional follow-up notification of unsuccessful CCEP nominees will be given.

D Accommodations

Persons with disabilities who require accommodations to attend and/or participate in CCEP should **contact** Mary Baskerville-Phillips, CCEP Coordinator, at 202-418-9045, or send an e-mail to **mary.baskerville-phillips@wdc.usda.gov** at least 1 week before each seminar/workshop start date.

E Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

F Program Cost

Tuition, travel, lodging cost, and per diem for FFAS employees shall be coded to their originating office if any FFAS employees are attending the CCEP seminars/workshops outside of the National Office.

AD-2009, Cross Cultural Exchange Program (CCEP) Application

This is an example of the CCEP application.

This form is available electronically.

AD-2009 (05-01-01)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
CROSS CULTURAL EXCHANGE PROGRAM (CCEP) APPLICATION (Please Print and/or Type)			
1. Indicate appropriate Agency (Check one below.)			
FSA	<input checked="" type="checkbox"/>	FAS	<input type="checkbox"/>
		RMA	<input type="checkbox"/>
2A. Name of Applicant John T. America		2B. Applicant's Office Telephone Number (202) 720-XXXX	
2C. Applicant's Position Title Agricultural Marketing Specialist		2D. Applicant's Job Series/Grade GS-1161/12-4	
3. Applicant's Office Address (Include Division/Staff, Stop Code, and ZIP Code) FSA/Price Support Division/Automation Branch 1400 Independence Ave., SW, STOP NO. XXXX, Washington, DC 20250-XXXX			
4. Workshop/Seminar (Check one and/or all below.)			
<input checked="" type="checkbox"/> Diversity: What It Is and Is Not			
<input checked="" type="checkbox"/> Positive Mental Attitudes Towards Diversity			
<input checked="" type="checkbox"/> Communicating with Diverse Groups			
5A. Print Supervisor's Name and Title David W. Doe, Chief Automation Branch			
5B. Print Supervisor's Telephone Number (202) 720-XXXX			
5C. Supervisor's Signature /s/ David W. Doe Approved/DWD			5D. Date X/XX/XX
6. Please submit this application to one of the addresses below:			
Mary Baskerville Phillips USDA FSA HRD TDB Stop 0574 1400 Independence Avenue, SW Washington, DC 20250-0574		OR	FAX TO: 202-418-9131 ATTN: Mary Baskerville Phillips EMAIL: Mary Baskerville Phillips